

ESU 17 Certificated Employee Evaluation

Purpose of Evaluation

The primary goal of ESU 17 is to provide the most effective and efficient programs and services to all school districts in its geographical area. Therefore, it is the policy of the ESU 17 Board of Education that the primary purpose of staff evaluations will be to continually improve upon services and programs to students and school districts.

Procedure for Certificated Employee Evaluations

Evaluation of an employee's performance is intended to assess the extent to which the employee is fulfilling performance expectations. The primary purpose of the evaluations is to identify strengths and deficiencies and thereby provide support and assistance to the employee in his/her efforts to build on strengths and correct deficiencies. Evaluation instruments are designed for the improvement of services and programs to students and school districts, which includes the following criteria:

- A) Personal conduct
- B) Professional conduct and growth
- C) Organization and management
- D) Instructional performance

Process for Certificated Employee Evaluations

Duration and frequency of observations and evaluations:

- 1) Probationary certificated employees shall be observed and evaluated at least once per semester. The duration of the evaluation will be an instructional period.
- 2) Permanent certificated employees shall be observed and evaluated at a minimum of once every three school years. The duration of the evaluation will be for an instructional period.

Documentation of employee evaluations:

- 1) Based on the observation(s) and other relevant information, the evaluator will prepare a written evaluation report.
- 2) The evaluation report will provide for written communication to the evaluated employee indicating deficiencies, specific means for correcting the noted deficiencies, and an adequate timeline for implementing the suggestions for improvement.
- 3) The certificated employee shall be provided the opportunity to offer a written response to the evaluation.

PERFORMANCE EVALUATION PROFILE

Employee's Name

Employment Position

- A. This evaluation instrument is to be used during the observation period by the evaluator to assist with identification of the employee's strengths and deficiencies.
- B. Following the observation, the evaluator shall meet with the employee named on this evaluation instrument in a post observation conference to review and discuss the contents of this instrument.
- C. At the conclusion of the post-observation conference, the employee shall be given an opportunity to include his or her written response to the evaluator's narrative statements in the space provided for this purpose.
- D. Following the post-observation conference, copies of this evaluation instrument shall be distributed as follows: 1) Employee 2) Evaluator 3) ESU #17 Administrator.

NUMERICAL RATING INDICATORS

- | | |
|-------------------------|----------------------|
| 5) Superior | 2) Needs Improvement |
| 4) Exceeds Expectations | 1) Unacceptable |
| 3) Meets Expectations | |

CATEGORICAL AREAS	EVALUATION RATING (Mean)				
1. Personal Conduct	5	4	3	2	1
2. Professional Conduct and Growth	5	4	3	2	1
3. Organization and Management	5	4	3	2	1
4. Instructional Performance	5	4	3	2	1

Deficiencies (if any):

Corrective action plan:

Timeline for corrections:

Comments by certificated employee (optional):

My signature acknowledges that I received a copy of this report and that the contents of this report were discussed with me by the evaluator. It does not necessarily imply agreement with the contents thereof.

Employee's Signature

Evaluator's Signature

Date

Date